



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5354.3D
Pers-6
Ser 00/1U500278
29 August 1991

OPNAV INSTRUCTION 5354.3D

From: Chief of Naval Operations

Subj: NAVY AFFIRMATIVE ACTION PLAN

Ref: (a) OPNAVINST 5354.1C
(b) DODDIR 1350.2 of 23 Dec 88 (NOTAL)
(c) DODINST 1350.3 of 29 Feb 88 (NOTAL)
(d) SECNAVINST 5350.10B

Encl: (1) Navy Affirmative Action Plan
(2) Navy Affirmative Action Plan Working Group Charter

1. Purpose. To issue enclosure (1), which describes the major categories and assigns responsibilities for the Navy Affirmative Action Plan (NAAP), and enclosure (2), which updates the NAAP charter and formalizes procedures for conducting the annual NAAP review and revision. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5354.3C and CNO ltr 5354 Ser 151/OU579303 of 16 APR 90 (NOTAL).

3. Discussion

a. The Navy is committed to providing equal opportunity (EO) to all personnel regardless of race, ethnic group, national origin or religion. In addition, the policy of equal opportunity applies regardless of gender insofar as it is not constrained by statute. That commitment must be borne out in the attitudes and actions of all Navy personnel and by implementation of specific plans, policies and programs to promote upward mobility and quality of life for all.

b. The foundation of the Navy's equal opportunity program is education and training. The Navy must instill the knowledge and motivation necessary to practice equal opportunity in all new personnel accessions. All Navy personnel will receive annual training in equal opportunity, human relations, and prevention of



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discrimination and sexual harassment. The Command Managed Equal Opportunity (CMEO) program, contained in reference (a), requires each command to provide indoctrination and annual EO training, to assess, through locally administered surveys and interviews, their command EO climate and to develop a plan to remedy its problem areas.

c. The NAAP is intended to identify functional areas that should be specifically addressed in order to achieve/ensure a demographically-balanced Navy, fair and equal treatment, upward and lateral mobility and freedom from discrimination and sexual harassment for all personnel. The functional areas are:

- Composition (C)
- Recruiting/Accessions (RA)
- Augmentation/Retention (AR)
- Professional Military Education (PME)
- Assignments (A)
- Training and Education (TE)
- Discipline (D)
- Separations (S)
- Utilization of Skills (US)
- EO Climate (EC)
- Promotions (P)
- Discrimination/Sexual Harassment Complaints (DSC)

The NAAP will be continually monitored, assessed and updated by comparing statistical trends within each category.

d. Enclosure (1) will be revised annually by a working group chaired by Pers-6 with representation provided by second echelon commands/major claimants as specified in enclosure (2).

4. Responsibilities

a. Chief of Naval Operations (CNO)

(1) Establish and maintain affirmative action programs at all organizational levels per references (b) through (d).

(2) Sponsor the NAAP, and issue a policy statement.

b. Chief of Naval Personnel (CHNAVPERS)

(1) Coordinate all Navy equal opportunity efforts.

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(2) Annually review and update the NAAP based on assessments, annual reports and working group recommendations.

(3) Annually report the status of equal opportunity in the Navy to CNO.

(4) Propose specific affirmative action agenda items to be addressed at the spring Commanders in Chief (CINCs) Conference that are identified through the annual assessment process.

(5) Annually report the status of equal opportunity to flag officers, commanding officers, and officers in charge.

(6) Establish requirements for equal opportunity progress reports. Where feasible, incorporate existing reporting systems and automated files.

c. Assistant Chief of Naval Personnel (ACNP) for Personal Readiness and Community Support (Pers-6)

(1) Coordinate NAAP implementation under CHNAVPERS.

(2) Report periodically on NAAP status to CHNAVPERS.

(3) Conduct an annual NAAP Working Group and provide results to higher authority.

(4) Conduct the annual Military Equal Opportunity Assessment for the Navy.

(5) Assess compliance with the NAAP and require reports as necessary.

d. Fleet Commanders in Chief, Second Echelon Commanders and Commander Navy Recruiting Command (COMNAVCRUITCOM)

(1) Issue equal opportunity statements and commit to creating command climate characterized by equal opportunity.

(2) Develop, implement, and monitor objectives and action steps assigned in enclosure (1).

(3) Ensure subordinate commands' policies support the NAAP.

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(4) Provide information as directed in the NAAP for assessing progress towards achieving equal opportunity goals.

e. Commanders, Commanding Officers, and Officers in Charge

(1) Establish command policy to support NAAP.

(2) Aggressively implement equal opportunity plans, policies and programs in local action and ensure that command climate reflects and enforces commitment to equal opportunity at all levels.

5. Action. Enclosure (1) is effective upon receipt; cognizant commands and offices take action and submit reports as required.

6. Reports. Symbol 0279-EEO-XX(5354), has been assigned to NAAP report and is approved for three years from the date of this directive.

F. B. Kelso II
F. B. KELSO, II

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OPNAVINST 5354.3D

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1991
NAVY
AFFIRMATIVE ACTION
PLAN

Enclosure (1)

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PREFACE

EQUAL OPPORTUNITY AS AN ELEMENT OF LEADERSHIP

Equal opportunity is an essential element of Navy leadership; an integral part of the Navy's commitment to core values and total quality leadership, it is the responsibility of Navy leaders to ensure that Equal Opportunity exists at every level of the chain of command. It is fundamental to mission accomplishment, unit and personal readiness, and quality of life.

AFFIRMATIVE ACTION CONCEPTS

Affirmative actions are specific, positive steps to correct or eliminate institutional and personal discrimination on the basis of race, ethnic group, national origin, religion, or gender.

Affirmative actions focus on achievable, near term milestones and should be viewed as a floor vice a ceiling for the Navy's aspirations in all areas.

NAVY AFFIRMATIVE ACTION PLAN

The NAAP is a result of a continuing process of planning, action and assessment. The NAAP will be revised as appropriate by the NAAP Working Group following the Annual Assessment.

ASSESSMENT

Pers-6 assesses compliance with the NAAP and requires reports as necessary.

REPORTS AND ADP SUPPORT

Accurate reporting is key to effective assessment of equal opportunity in the Navy. Data needed to monitor and assess equal opportunity progress will be obtained by automated data processing (ADP) when possible. Aspects of the NAAP and equal opportunity programs that do not lend themselves to ADP require commands responsible for individual action steps to provide Pers-6 with timely, qualitative status reports.

Enclosure (1)

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DEFINITIONS

Affirmative Action: A plan, program, policy, or procedure designed to address specific conditions that impede or preclude equal opportunity.

Affirmative Action Format:

Functional Area: A Department of Defense defined affirmative action plan reporting category for which annual assessments are required.

Goal: A broad statement of the ultimate condition to be achieved. A goal states a desired end, but does not specify how to attain it.

Objective: An intermediate identifier between a **Functional Area** and **Specific Action Steps** which is used to categorize those specific action steps under a common heading.

Action Steps: Specific tasks developed to reach an objective.

Milestones: Specific targets that measure progress towards completing action steps.

Discrimination: Illegal or unfair treatment of a person or group based on race, ethnic group, national origin, religion, or gender.

Equal Opportunity: It is the right of all persons to grow, achieve and contribute; and to participate in and benefit from programs and activities for which they are qualified. Such programs and activities shall be free from social, personal, or institutional barriers that prevent people from rising to as high a level of responsibility as their talent, interest and effort allows. Persons shall be evaluated only on individual merit, fitness, and capability, regardless of race, ethnic group, national origin, religion, or gender except as prescribed by statute or Department of Defense/Navy policy.

Race/Ethnic Groups: The race/ethnic groups for Navy reporting are:

- American Indian or Alaskan Native
- Asian American or Pacific Islander
- Black (not of Hispanic origin)
- Hispanic
- White (not of Hispanic origin)
- Other or Unknown

Minority: Part of a group distinguishable from the whole group by one or more characteristics, that is, therefore, often treated differently.

OPR: Office(s) of Primary Responsibility

ECHELON 2: The following are major manpower claimants and as such constitute Echelon 2 commands for the purposes of the NAAP and implementation of the CMEOP Program: Commander in Chief Atlantic Fleet (CINCLANTFLT); Commander in Chief Pacific Fleet (CINCPACFLT); Commander in Chief U.S. Naval Forces Europe (CINCUSNAVEUR); Assistant for Administration, Under Secretary of the Navy (AAUSN); CNO (OP-09BF); Chief of Naval Research (CNR); Commander Naval Intelligence Command (COMNAVINTCOM); Chief of Naval Personnel (CHNAVPERS); Chief of Medicine and Surgery (CHBUMED); Chief of Naval Education and Training (CNET); Commander Military Sealift Command (COMSC); Commander Naval Security Group (COMNAVSECGRU); Commander Naval Computers and Telecommunications Command (COMNAVCOMTELCOM); Commander Naval Oceanography Command (COMNAVOCEANCOM); Commander Naval Special Warfare Command (COMNAVSPECWARCOM); Commander Naval Reserve Force (COMNAVRESFOR); Commander Naval Air Systems Command (COMNAVAIRSYSCOM); Commander Naval Supply Systems Command (COMNAVSUPSYSCOM); Commander Naval Sea Systems Command (COMNAVSEASYSYSCOM); Commander Naval Facilities Engineering Command (COMNAVFACENGCOM); Commander Space and Naval Warfare Systems Command (COMSPAWARSYSCOM).

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NAVY AFFIRMATIVE ACTION PLAN
GOAL SUMMARY

COMPOSITION (C)

GOAL Attain a minority enlisted population which, as a minimum, reflects the percentage of minorities in the general population. Attain a minority officer population which, as a minimum, reflects the percentage of minorities with college degrees in the general population.

OBJECTIVES

C-1 MINORITY OFFICER END STRENGTH

OPR

OP-13/Pers-60

C-2 MINORITY ENLISTED END STRENGTH

OP-13/COMNAVCRUITCOM
(CNRC)

RECRUITING/ACCESSIONS (RA)

GOAL Provide sufficient accessions to attain and maintain demographic composition goals.

OBJECTIVES

RA-1 OFFICER ACCESSIONS

OPR

OP-13/USNA/Chief of
Naval Education and
Training (CNET)/Pers-6/
CNRC/CINCS

RA-2 OFFICER DISTRIBUTION

OP-02/Pers-6/
CNRC/OP-05

RA-3 ENLISTED DISTRIBUTION

CNRC/Pers-4/
CNET/OP-13/
OP-11/Naval Personnel
Research and Development
Center (NPRDC)

RA-4 OFFICER ATTRITION

OP-11/OP-02/OP-03/OP-05/
CNET/Pers-6

RA-5 ENLISTED ATTRITION

Pers-6/OP-11

RA-6 MINORITY RECRUITING
EFFECTIVENESS

CNRC

AUGMENTATION/RETENTION (AR)

GOAL Sustain progress in minority augmentation and retention to meet total force retention goals.

OBJECTIVES

OPR

AR-1 MINORITY OFFICER RETENTION

OP-13/Pers-2

AR-2 MINORITY ENLISTED RETENTION

OP-13/OP-01/Pers-2

AR-3 MINORITY OFFICER AUGMENTATION

OP-13/Pers-6/Pers-3

PROFESSIONAL MILITARY EDUCATION (PME)

GOAL Provide fair and equal professional military education selection opportunities for all service members.

OBJECTIVES

OPR

PME-1 SELECTIONS FOR PME

Pers-4

ASSIGNMENTS (A)

GOAL Ensure equity in the assignment process for all Navy personnel.

OBJECTIVES

OPR

A-1 ENLISTED CAREER DEVELOPMENT

Pers-2/Pers-00D/Pers-6

A-2 OFFICER CAREER DEVELOPMENT

Pers-2/Pers-6

TRAINING AND EDUCATION (TE)

GOAL Provide formal and coordinated EO training for Navy service members and selected civilians.

OBJECTIVES

OPR

TE-1 COMMAND MANAGED
EQUAL OPPORTUNITY

CNET/Pers-6/2ND ECHLN
CMDS/OP-00E

TE-2 PIPELINE TRAINING

Pers-6/OP-02/OP-03/CNET
(OP-05)

TE-3 EQUAL OPPORTUNITY
PROGRAM SPECIALISTS

Pers-4/Pers-6/CINCS

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PROMOTIONS (P)

GOAL Ensure equal opportunity for promotion and advancement for all personnel.

OBJECTIVES

P-1 SELECTION

OPR

Pers-4/Pers-2/OP-13/
Pers-OOF/Pers-6

DISCIPLINE (D)

GOAL Ensure equity in the military justice system.

OBJECTIVES

D-1 MILITARY JUSTICE

OPR

Pers-6/CNET

SEPARATIONS (S)

GOAL Ensure separation of personnel from active service occurs without discrimination.

UTILIZATION OF SKILLS (US)

GOAL Ensure, within legal constraints, minorities and women participate equitably in all occupational areas and warfare specialties.

OBJECTIVES

US-1 ENLISTED SKILLS

OPR

OP-13/CNET/Pers-4/
COs & OinCs/Pers-6

EQUAL OPPORTUNITY CLIMATE (EC)

GOAL Ensure a positive equal opportunity climate.

OBJECTIVES

EC-1 NAAP ASSESSMENT AND UPDATE

OPR

Pers-6/Pers-16/Pers-05/
Chief Office of
Information (CHINFO)/
2ND Echelon Commands

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DISCRIMINATION/SEXUAL HARASSMENT COMPLAINTS (DSC)

GOAL Establish effective procedures to report and eliminate discrimination and sexual harassment.

OBJECTIVES

DSC-1 GRIEVANCE PROCEDURES

OPR

2ND Echelon Commands/
Pers-6

DSC-2 ELIMINATION OF DISCRIMINATION
AND SEXUAL HARASSMENT

Pers-6/2ND Echelon
Commands/Pers-06

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FUNCTIONAL AREA

Composition (C)

OBJECTIVE

Minority Officer Inventory (C-1)

STATEMENT Achieve, as a minimum, a minority officer inventory of six percent Black by end FY2000, and three percent Hispanic by end FY99.

BACKGROUND Navy minority officer inventory goals are based on college graduate degree representation data from the Department of Education. Goal achievement is projected based on past recruiting performance and new initiatives. Long-range initiatives in programs like Broadened Opportunity for Officer Selection and Training (BOOST), Naval Academy Preparatory School (NAPS), Baccalaureate Degree Completion Program (BDGP), and recruiting programs tailored to specific officer designators, should make goal attainment possible in both the staff and line communities.

| <u>SIGNIFICANT ACTION STEPS</u> | <u>MILESTONES</u> | <u>OPR</u> |
|--|---|-------------------|
| C-1-1 Verify statistics with the Department of Education on minority college graduates by race/ethnic group to ensure that representation objectives are valid and realistic. | Report annually to OP-13/Pers-6 by 31 Jul | Pers-61 |
| C-1-2 Develop accession plans to meet the FY2000 and FY99 minority officer inventory goals. | Report annually to Pers-6 by 15 Nov | OP-13 |

Total Inventory Goals

| | | |
|-------------------------------|-----------------------------|----------------|
| - Black Officer percentage | FY-91, FY-92...FY-99, FY-00 | 4.1% 4.3% 6.0% |
| - Hispanic Officer percentage | | 2.2% 2.3% 3.0% |

| | | |
|--|----------------------------------|--------|
| C-1-3 Provide statistics from the Department of Education on minority high school graduates by race/ethnic code and gender of those having SAT scores of 950 and above and those with scores of 1200 and above to ensure representation objectives are valid and realistic. | Report annually to OP-13/Pers-61 | Pers-6 |
|--|----------------------------------|--------|

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FUNCTIONAL AREA

Composition (C)

OBJECTIVE

Minority Enlisted Inventory (C-2)

STATEMENT Achieve Hispanic enlisted inventory of eight percent.**BACKGROUND** The Navy Hispanic enlisted population at the end of FY90 was 6.05 percent of the enlisted force. Hispanic population in the United States is expanding rapidly and was projected to be eight percent by FY90 for the 17- to 49-year old age group.**SIGNIFICANT ACTION STEPS****MILESTONES****OPR****C-2-1** Develop accession plan to attain Hispanic inventory.Provide to CNRC
in 4th Qtr for
following fiscal
year

OP-13

C-2-2 Report minority and female enlisted accessions and delayed entry pool composition by rating, race/ethnic group, gender, and primary NEC to OP-13.Report to OP-13
(info to Pers-6)
by 15 May and 15
Nov

CNRC

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FUNCTIONAL AREA

Recruiting/Accessions (RA)

OBJECTIVE

Officer Accessions (RA-1)

STATEMENT Commission a minimum of seven percent Black and four percent Hispanic Navy officers annually from each accession source.

BACKGROUND This objective supports achieving minority officer inventory of six percent Blacks by end of FY2000, three percent Hispanics by end of FY99. These goals are based on college graduate degree representation data from the Department of Education.

| <u>SIGNIFICANT ACTION STEPS</u> | <u>MILESTONES</u> | <u>OPR</u> |
|--|---------------------------------------|-------------------|
| RA-1-1 Track minority officer accessions from each source semiannually. | Report to Pers-6 by 15 May and 15 Nov | OP-13 |
| RA-1-2 Monitor United States Naval Academy (USNA) actions to commission at least seven percent Black Navy officers annually starting with USNA Class of 1994. Ensure continued commissioning of at least four percent Hispanic Navy officers annually. | Report to OP-13 by 31 Oct | USNA |
| RA-1-3 Monitor Naval Reserve Officer Training Corps (NROTC) actions to meet a minimum of seven percent Black Navy officer commissions annually by the end of FY92 and four percent Hispanic Navy officer commissions annually by the end of FY91. | Report to OP-13 by 31 Oct | CNET |
| RA-1-4 Monitor Officer Candidate School (OCS) and Aviation Officer Candidate School (AOCS) commissions to ensure attainment of at least seven percent Black and four percent Hispanic commissions annually. Propose corrective action if minority commissioning goals are not attained. | Report to OP-13 by 31 Oct | CNET |

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| SIGNIFICANT ACTION STEPS | | MILESTONES | OPR |
|--|--------------------|---|----------------------|
| RA-1-5 Apportion BOOST selections to 60 percent Black, 20 percent Hispanic and 20 percent White/other minority annually. | | Complete by 1 Oct | OP-11 Pers-6 |
| RA-1-6 Develop actions to enroll at least 25 percent Black midshipmen candidates in NAPS annually. | | Report to OP-13 by 31 Oct | USNA |
| RA-1-7 Develop action to encourage Black and Hispanic BOOSTERS to apply for admission to USNA. | | Report progress to Pers-6 by 31 Oct 91 | USNA |
| RA-1-8 Major accession points report minority fleet applications and selections for officer accession programs (BOOST, USNA/NAPS, NROTC, OCS, AOCs, and Enlisted Commissioning Program) | | Report annually to Pers-6 by 31 Oct, copy to CINCPACFLT, CINCLANTFLT, and CINCUSNAVEUR | USNA CNET CNRC |
| RA-1-9 Commanders in Chief actively promote minority applications for BOOST, USNA/NAPS, and NROTC to exceed listed targets. Targets are less than 0.5 percent of the number of assigned minority enlisted personnel who meet age requirements. | | Report annually at NAAP Working Group for previous FY | CINCS |
| | <u>CINCLANTFLT</u> | <u>CINCPACFLT</u> | <u>CINCUSNAVEUR</u> |
| BOOST | 300 | 210 | 4 |
| NAPS/USNA | 30 | 21 | 4 |
| NROTC | 10 | 7 | 1 |

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| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|--|-------|
| RA-1-10 Emphasize opportunities for active duty enlisted to become an officer through BOOST, USNA/NAPS, NROTC, OCS, AOCS, ECP, NAVCAD, and LDO/CWO in CNO Retention Team briefing. | Provide annually a copy of brief to Pers-6 by 28 FEB | OP-13 |
| RA-1-11 Emphasize opportunities for active duty enlisted to become an officer through BOOST, NROTC, OCS, AOCS and ECP. | Report status at annual NAAP Working Group | CNET |
| RA-1-12 Maintain Golden Anchor Program to award major points to commands having enlisted personnel selected for BOOST, NAPS, USNA, NROTC, OCS, AOCS, and ECP. | Report status at annual NAAP Working Group | CINCS |
| RA-1-13 Report minority and female officer (CNRC) accessions by designator, race/ethnic group and gender to OP-13. | Report to OP-13 (info Pers-6) by 15 May and 15 Nov | CNRC |

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FUNCTIONAL AREA

Recruiting/Accessions (RA)

OBJECTIVE

Officer Distribution (RA-2)

STATEMENT Distribute minorities proportionally among the major warfare specialties.

BACKGROUND Aviation and nuclear-trained officer communities have not accessed sufficient minorities. Fewer Black males entering college, fewer Black and Hispanic males majoring in technical subjects, and minorities scoring lower on the Aviation Qualification Test/Flight Aptitude Rating (AQT/FAR) are contributing factors.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR | |
|---|---|------------------|------|
| RA-2-1 Continue AQT/FAR testing of Baccalaureate Degree Completion Program (BDCP) applicants to identify potential aviation candidates. | Report annually to Pers-6 by 15 Nov | CNRC | |
| RA-2-2 Evaluate progress of Minority Flight Attrition/Recruiting Working Group | Report annually with recommendations to OP-01 by 31 Dec | Pers-6/ OP-05 | |
| Aviation Minority Goals | | | |
| | <u>FY91</u> <u>FY92</u> <u>FY96</u> | | |
| Black Pilots | 2.0% | 2.2% | 3.0% |
| Black NFOs | 2.5% | 2.7% | 3.5% |
| Hispanic Pilots | 1.8% | 2.0% | 2.0% |
| Hispanic NFOs | 2.2% | 2.3% | 2.3% |

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FUNCTIONAL AREA

Recruiting/Accessions (RA)

OBJECTIVE

Enlisted Distribution (RA-3)

STATEMENT Distribute minorities proportionally across all ratings.**BACKGROUND** Minorities are not distributed consistently in the more technical ratings. Minorities need to be distributed proportionally in the more technical ratings for upward and lateral mobility that is consistent with the total force.**SIGNIFICANT ACTION STEPS****MILESTONES****OPR**

RA-3-1 Of JOBS Program Electronics Strand IV (AT, AX, AQ, ET, FC, GM, EW), 30 percent of the seats are set aside for minority fill by CNRC. Seats which are not filled by CNRC should be back-filled with minorities by RTC, first, then BUPERS to the maximum extent possible.

Report annually
to Pers-6 by 30
Oct

CNRC
Pers-4
CNET

RA-3-2 Monitor CNRC input to listed JOBS Program strands to ensure at least 40 percent minority input to each strand.

Report annually
to Pers-6 (info
OP-11) by 15 Nov

CNRC

Strand

Engineering (I)

Electrical (VI)

Navigation (VIII)

RA-3-3 Continue to develop accession plan for Upper Mental Group Blacks.

Provide annually
to CNRC by 30 Sep

OP-13

RA-3-4 Modify the PRIDE (Personalized Recruiting for Immediate or Delayed Enlistment) algorithm to include a random release mechanism to improve distribution of Blacks and Hispanics across the rating structure.

Report to Pers-6
not later than
OCT 91

Pers-4
OP-11
NPRDC

RA-3-5 Monitor TASP (Targeted "A" School Program) to determine effectiveness with regards to minorities and women in terms of executed contracts for calendar year 1991.

Report to Pers-6
in Jan 92

Pers-4
OP-11

| <u>FUNCTIONAL AREA</u> | <u>OBJECTIVE</u> |
|----------------------------|--------------------------|
| Recruiting/Accessions (RA) | Officer Attrition (RA-4) |

STATEMENT Take appropriate actions to enhance the success of minorities in completing all commissioning and basic warfare qualification training activities.

BACKGROUND Reduction of minority officer attrition in the commissioning and basic warfare qualification training pipeline will increase the number of officers accessed into the warfare specialties.

| | | |
|--|---|---|
| RA-4-1 All commissioning and basic warfare qualification training activities analyze and report attrition data on an annual basis. Identify the reasons why attrition rates are higher for minorities and what actions have been initiated to help minorities overcome problem areas/causes of attrition. | First report to Pers-6 by 31 Oct 91 | OP-11 OP-02 OP-03 OP-05/ CNET |
|--|---|---|

| | | |
|---|---|----------------|
| RA-4-2 Continue to provide instructors minority awareness training to improve the effectiveness of their instruction, motivation and counseling of minority members. | Continue evaluation of pilot program (Aviation Instructor Training) and submit Navy-wide implementation proposal to OP- 11 by Dec 91 | CNET Pers-6 |
|---|---|----------------|

29 AUG 1991

FUNCTIONAL AREA

Recruiting/Accessions (RA)

OBJECTIVE

Enlisted Attrition (RA-5)

STATEMENT Take appropriate actions to enhance the success of minorities in completing Recruit Training and Class "A" schools.

BACKGROUND Minority attrition has a significant effect on Black and Hispanic inventory. Attrition from RTC is more often for non-academic reasons, while attrition from "A" schools is due to academics.

SIGNIFICANT ACTION STEPS

MILESTONES

OPR

RA-5-1 Task NPRDC to study minority attrition rates from RTC and A Schools to identify leading reasons for high minority attrition and make recommendations to solve.

Provide status report to FY-92 NAAP Working Group

Pers-6
OP-11

29 AUG 1991

FUNCTIONAL AREA

Recruiting/Accessions (RA)

OBJECTIVEMinority Recruiting Effectiveness
(RA-6)

STATEMENT Expand Navy recruiting efforts in areas with concentrations of minorities.

BACKGROUND Some minority accessions, particularly Hispanic accessions, continue to be a problem area for recruiters. CNRC is seeking to achieve accession goals by recruiting in areas with significant minority population.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

RA-6-1 Continue to implement plans to improve the Navy image in minority communities. Tailor plan to address the requirement to increase the number of enlisted Upper Mental Group Black accessions, Hispanic enlisted accessions, and minority applications for all officer programs. Identify additional resources required.

Report annually
to Pers-6 by 15
Nov

CNRC

29 AUG 1991

FUNCTIONAL AREA

Augmentation/Retention (AR)

OBJECTIVE

Minority Officer Retention (AR-1)

STATEMENT Aggressively pursue minority officer retention that is comparable to the total force retention.

BACKGROUND Statistics by race/ethnic group and gender are essential in assessing progress toward minority officer representation goals.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

AR-1-1 Monitor and analyze officer continuation rates by designator, race/ethnic group, gender, and year group. Identify causes and propose corrective action if large differences exist between minorities and the total community.

Report quarterly to Pers-6

OP-13

AR-1-2 Include minority officer statistics by designator in CNO Retention Team briefings.

Provide annually copy of brief to Pers-6 for review by 28 Feb

OP-13

AR-1-3 Monitor Selective Early Retirement Board (SERB) results. Analyze statistics by race/ethnic group, gender, designator and year group. Propose corrective action to subsequent SERBs if large differences exist.

Provide results from each SERB to Pers-6 within 60 days of release of results.

Pers-2

29 AUG 1991

FUNCTIONAL AREA

Augmentation/Retention (AR)

OBJECTIVE

Minority Enlisted Retention (AR-2)

STATEMENT Aggressively pursue minority enlisted retention that is comparable to the total force retention.

BACKGROUND Statistics by race/ethnic code and gender are essential in assessing progress toward minority enlisted representation goals.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|--|------------|
| AR-2-1 Monitor and analyze enlisted retention rates by rating, race/ethnic group, and gender. Identify causes and propose corrective action if large differences exist between minorities and the total force. | Report quarterly to Pers-6 | OP-13 |
| AR-2-2 Include minority enlisted statistics in CNO retention team briefings to highlight minority distribution across the ratings and its effect on advancement opportunity. | Provide copy of brief to Pers-6 by 28 Feb annually | OP-13 |
| AR-2-3 Implement recommendations of NPRDC discipline study. | Complete by 30 Sep 91 | OP-01 |
| AR-2-4 Monitor enlisted High Year Tenure Board results. Analyze statistics by race/ethnic group, gender, rating, and years of service. Propose corrective action to subsequent high year tenure boards if large differences exist. | Report to OP-13 (info Pers-6) by 15 May and 15 Nov | Pers-2 |

29 AUG 1991

FUNCTIONAL AREA

Augmentation/Retention (AR)

OBJECTIVE

Minority Officer Augmentation (AR-3)

STATEMENT Aggressively pursue minority officer augmentation rates that are comparable to the total augmentation rate.

BACKGROUND Officer augmentation is tracked by officer community. Statistics by race/ethnic code are essential in assessing upward mobility opportunities for minority officers since more minority officers receive reserve commissions.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

AR-3-1 Monitor and analyze officer augmentation by designator, race/ethnic group, and gender. Identify causes and propose corrective action if large differences exist between minorities and the majority.

Report annually to Pers-6 by 15 Nov

OP-13

AR-3-2 Brief augmentation board on effects of low minority augmentation rates.

30 Sep 91 and 27 Apr 92

Pers-6

AR-3-3 Analyze women officers' FITREPs by race/ethnic group. Recommend corrective actions if large differences exist.

Report at the FY-92 NAAP Working Group meeting

Pers-3

29 AUG 1991

FUNCTIONAL AREAProfessional Military
Education (PME)**OBJECTIVE**

Selections for PME (PME-1)

STATEMENT Ensure equitable selection of personnel to attend service colleges and for postgraduate education.**BACKGROUND** Advanced education is a significant part of the professional development of naval personnel. In the past, statistics indicated that minorities were not being selected to attend service colleges and for postgraduate education at rates consistent with the majority.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|-------------------------------------|------------|
| PME-1-1 Monitor and analyze selections for service colleges, identify causes and propose corrective actions if large differences exist between either minorities or women and the total community. | Report annually to Pers-6 by 15 Nov | Pers-4 |
| PME-1-2 Monitor and analyze selections for the Senior Enlisted Academy, identify causes and propose corrective actions if large differences exist between either minorities or women and total applicants. | Report annually to Pers-6 by 15 Nov | Pers-4 |
| PME-1-3 Monitor and analyze selections for postgraduate education, identify causes and propose corrective actions if large differences exist between either minorities or women and the total community. | Report annually to Pers-6 by 15 Nov | Pers-4 |
| PME-1-4 Monitor and analyze attendance at Naval Postgraduate School and identify causes and propose corrective actions if large differences exist between either minorities or women and the total student body. | Report annually to Pers-6 by 15 Nov | Pers-4 |

29 AUG 1991

FUNCTIONAL AREA

Assignments (A)

OBJECTIVE

Enlisted Career Development (A-1)

STATEMENT Ensure equity in assignment of enlisted personnel to senior career development opportunities.

BACKGROUND There are a small number of minorities and females at senior enlisted levels.

SIGNIFICANT ACTION STEPS

MILESTONES

OPR

A-1-1 Monitor and analyze the selection and assignment of senior personnel to fleet, force, and command master chief positions. Identify causes and propose corrective action if large differences exist between either minorities or women and total candidates.

Report annually
to Pers-6 by 15
Nov

Pers-2

A-1-2 Review minority representation on CNO Fleet and Force Master Chief Advisory Panel for appropriate minority representation.

Report annually
to Pers-6 by 15
Nov

Pers-
00D

A-1-3 Include further demographic breakout of E-9s by Fleet and Force master chiefs in annual MEOA.

Include in FY-91
Military Equal
Opportunity
Assessment (MEOA)

Pers-6

29 AUG 1991

FUNCTIONAL AREA

Assignments (A)

OBJECTIVE

Officer Career Development (A-2)

STATEMENT Monitor minority officer assignments to discern those which do not support normal career progression.

BACKGROUND The Officer Distribution Manual (ODM) requires the detailing of officers by standard career patterns. The ODM further states that minority officer assignments outside the normal career development path should not be made except to meet the essential needs of the Navy.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

A-2-1 Review minority officer assignments to ensure adherence to established officer career progression policies.

Continuous

Pers-2
Pers-6

29 AUG 1991

FUNCTIONAL AREA

Training and Education (TE)

OBJECTIVECommand Managed Equal Opportunity
(CMEO) (TE-1)**STATEMENT** Make CMEO an effective program in every command and unit.**BACKGROUND** CMEO is a self-sustaining program that makes the CO or officer in charge responsible for the EO program of a command or unit. Navy Rights and Responsibilities workshops, command assessments, demographic data collection, and EO action planning are done within the command under CMEO.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|--|---|----------------------|
| TE-1-1 Develop and provide a computer based tool, using the Navy EO Climate Survey, to make CMEO data collection and Command Survey results reduction and assessment and interpretation easier. | Complete by 30 Sep 91. Report results to FY-92 NAAP Working Group | CNET Pers-6 |
| TE-1-2 Assess implementation of revised CMEO program. | Report to Pers-6 by 30 Sep 91 | 2ND ECHLN CMDS |
| TE-1-3 Curriculum Instructional Standards Office (CISO) conduct annual CAT, CTT, and Navy Rights and Responsibilities Workshop curricula reviews. | Report annually to Pers-6 by 15 Nov | CNET |
| TE-1-4 Issue CNO policy statement. | Complete by 30 Jun 91 | Pers-6 OP-00E |
| TE-1-5 Convene CMEO Working Group to review and redesign and/or recommend further means of making the program more effective based on TQL approach. | Complete by 30 Sep 91 | Pers-6 |

29 AUG 1991

FUNCTIONAL AREA

Training and Education (TE)

OBJECTIVE

Pipeline Training (TE-2)

STATEMENT Revise the curricula at pipeline schools to include EO training required by the EO Manual.

BACKGROUND The EO Manual requires pipeline training to include EO policy indoctrination, EO leadership skills, and EO responsibilities. EO curricula at pipeline schools was inconsistent. EO training is undergoing revision and standardization.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|---|-----------------|
| TE-2-1 CNP brief all flag officer selectees on EO issues. | As required | Pers-6 |
| TE-2-2 Curriculum Instructional Standards Office (CISO) conduct annual EO training curricula reviews at pipeline schools. | Report annually to Pers-6 by 15 Nov | CNET |
| TE-2-3 Monitor Navy Leadership Development Program (NAVLEAD) curricula to ensure EO training for chief petty officers and leading petty officers is current and inclusive. | Report annual at the NAAP Working Group meeting | Pers-6 |
| TE-2-4 Revise SWOS Division Officer, Department Head curricula to include EO training that is appropriate to their position. Forward to OP-03 for implementing. | Implement by 30 Sep 91 | OP-03 |
| TE-2-5 Provide EO training curriculum to submarine department heads. | Implement by 30 Sep 91 | Pers-6 OP-02 |

29 AUG 1991

FUNCTIONAL AREA

Training and Education (TE)

OBJECTIVEEqual Opportunity Program
Specialists (EOPS) (TE-3)**STATEMENT** Utilize EOPS to support a better CMEO and Navy EO Policy.**BACKGROUND** The only personnel dedicated full time to EO in the Navy are enlisted EOPS. They are assigned to serve as principal EO advisors at major commands and staffs. They train CAT/CTT and inspect CMEO programs.

| <u>SIGNIFICANT ACTION STEPS</u> | <u>MILESTONES</u> | <u>OPR</u> |
|--|---|-------------------|
| TE-3-1 Assign EOPS according to revised billet distribution. | Brief at the FY-92 NAAP Working Group meeting | Pers-4 |
| TE-3-2 Assign senior, experienced EOPS to second echelon staff, CNET, and Defense Equal Opportunity Management Institute (DEOMI) billets. | Brief at the FY-92 NAAP Working Group meeting | Pers-4 |
| TE-3-3 Continue to place Letter of Explanation in an EOPS microfiche file when the individual re-toured in a billet requiring a senior, experienced EOPS. | Brief at the FY-92 NAAP Working Group meeting | Pers-4 |
| TE-3-4 Require all prospective Fleet and Force Master Chiefs to attend the DEOMI Staff Course. | Brief at the FY-92 NAAP Working Group meeting | Pers-4 Pers-6 |
| TE-3-5 Encourage Type Commanders to allow their Force Master Chiefs to attend DEOMI staff course if they have not already done so. | Brief at the FY-92 NAAP Working Group meeting | CINCS |
| TE-3-6 Task NPRDC to look at career success of former EOPS and report findings. | Brief at the FY-92 NAAP Working Group meeting | Pers-6 |

29 AUG 1991

FUNCTIONAL AREA

Promotions (P)

OBJECTIVE

Promotion/Advancement (P-1)

STATEMENT Monitor and assess promotion and advancement data and identify any significant differences in promotion or advancement opportunities for minorities or women.

BACKGROUND Monitoring and analysis of promotion and advancement statistics provides senior Navy leadership with the indicators necessary to ensure equity for all Navy personnel.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

P-1-1 Continue to include minority officer career progression information in background information package provided to officer administrative screening boards.

Brief the FY-92
NAAP Working
Group meeting

Pers-4

P-1-2 Continue to include policy of retouring selected experienced EOPS outside of their rating to meet needs of the Navy in precepts to E-7, E-8, and E-9 selection boards.

Brief the FY-92
NAAP Working
Group meeting

Pers-2

P-1-3 Collect promotion and advancement demographic data for enlisted rates E-6 to E-9 and officer grades O-3 to O-10.

Report annually
to Pers-6 by 15
Nov

OP-13
Pers-
00F
Pers-2

P-1-4 Assess promotions, advancements, and administrative screening board results as part of annual EO assessment.

Report annually
to OP-01 by 31
Jan

Pers-6

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FUNCTIONAL AREA

Discipline (D)

OBJECTIVE

Military Justice (D-1)

STATEMENT Ensure equity in the military justice system.

BACKGROUND The Navy currently monitors the military justice system by the number and percentages of personnel who receive courts-martial, selected nonjudicial punishment, and confinement. Perceptions of inequities exist.

| <u>SIGNIFICANT ACTION STEPS</u> | <u>MILESTONES</u> | <u>OPR</u> |
|--|--------------------------|-------------------|
| D-1-1 Monitor minority disciplinary separations and reenlistment eligibility. | Report annually to OP-01 | Pers-6 |
| D-1-2 Develop a method to validate reported formal discipline actions comparing minorities with the majority. | Complete by 31 Dec 91 | Pers-6 |
| D-1-3 Promulgate findings and recommendations of NPRDC discipline study to second echelon commanders and CNRC. | Complete by 30 Sep 91 | Pers-6 |
| D-1-4 Incorporate a brief of the NPRDC Disciplinary Study findings into Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Curricula, Naval Justice School, Navy Legal Officers School and other curricula identified by CNET. | Complete by 30 Sep 91 | Pers-6 CNET |

FUNCTIONAL AREA

Separations (S)

OBJECTIVE

Discharges (S-1)

STATEMENT Ensure that equity in the administration of Navy discharges occurs without ethnic or gender discrimination.

BACKGROUND Administrative and punitive discharges are currently monitored by number and percentage. These data facilitate trend analysis and identification of large differences by race/ethnic group and gender.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

(See Discipline category)

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FUNCTIONAL AREA

Utilization of Skills (US)

OBJECTIVE

Enlisted Skills (US-1)

STATEMENT Promote the entry or transfer of minorities and women into occupational groups which afford greater opportunity for advancement.

BACKGROUND Minorities and women are over-represented in less technical occupational categories which have slower advancement rates.

SIGNIFICANT ACTION STEPS**MILESTONES****OPR**

US-1-1 Monitor and assess minority and female inventory by rating and paygrade, identify causes and propose corrective action if large differences exist when compared to the majority.

Report annually to Pers-6 by 15 Nov

OP-13

US-1-2 Provide report by race/ethnic group, gender, and source on number entering and number completing each "A" school and JOBS strand.

Report semiannually to OP-13 (info Pers-6) by 15 May and 15 Nov

CNET

US-1-3 CNO retention teams encourage minority participation in JOBS and lateral conversion programs as a way to enhance upward mobility.

Provide annually copy of brief to Pers-6 for review by 28 Feb

OP-13

US-1-4 Provide emphasis in Navy Career Counselor School and during refresher training that focuses on creating awareness among junior minority personnel of occupational ratings that afford greater opportunities for advancement.

Brief at the FY-92 NAAP Working Group meeting

OP-13
CNET

US-1-5 Establish a new category in REGA listing ratings in which women and minorities are underrepresented.

Brief at the FY-92 NAAP Working Group meeting

Pers-4
OP-13
Pers-6

(continued on the next page)

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(continued from the previous page)

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|--|---|------------------|
| US-1-6 Ensure NCs, PDBs, Striker Boards, etc., are made aware of the new Rating Entry for General Apprentices (REGA) category when the list is promulgated. | Brief at the FY-92 NAAP Working Group meeting | COs OinCs |
| US-1-7 Publicize existence of new REGA listing in LINK. | Brief at the FY-92 NAAP Working Group meeting | Pers-4 Pers-6 |
| US-1-8 Develop an instrument that combines REGA and Career Reenlistment Objectives (CREO) information into a valuable career guidance tool for all Navy personnel. | Brief at the FY-92 NAAP Working Group meeting | Pers-4 |

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FUNCTIONAL AREA

Utilization of Skills (US)

OBJECTIVE

Officer Skills (US-2)

STATEMENT Promote the entry of minorities into designators currently under-represented.

BACKGROUND Minorities are under-represented in certain warfare communities.

SIGNIFICANT ACTION STEPS

MILESTONES

OPR

(This Category objective has no significant bearing on Naval Officers beyond accession points)

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FUNCTIONAL AREA

Equal Opportunity Climate (EC)

OBJECTIVE

NAAP Assessment and Update (EC-1)

STATEMENT Make the NAAP a proactive document.

BACKGROUND The NAAP is a continuing plan, assessed and revised annually to direct the equal opportunity efforts of the Navy and support DoD equal opportunity policy.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|--|---|------------|
| EC-1-1 Convene a working group to review, assess, and revise the NAAP on an annual basis. | Complete annually by the end of the 2nd Quarter | Pers-6 |
| EC-1-2 Report EO assessment results to CNO annually. | Complete annually by the end of the 3rd Quarter | Pers-6 |
| EC-1-4 Provide EO/Sexual Harassment and Fraternization biennial survey findings to commanders, commanding officers, and officers-in-charge in "personal for" message. | Complete by 31 May 92 | Pers-6 |
| EC-1-5 Direct administering of a standardized Navy Equal Opportunity Climate Survey by commanding officers within 6 months of taking command. | Brief at the FY-92 NAAP Working Group meeting | Pers-6 |
| EC-1-6 Brief findings of the 1991 EO Sexual harassment and Fraternization survey to the FY-92 NAAP Working Group | Brief at the FY-92 NAAP Working Group meeting | Pers-6 |
| EC-1-7 Incorporate assessment of personal awards and letters of commendation/appreciation into the CMEO program | Complete by 30 Sep 91 | Pers-6 |
| EC-1-8 Provide quarterly demographic report to help in assessing the Navy EO climate. | Distribute quarterly | Pers-6 |

(Continued on next page)

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(Continued from previous page)

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|----------------------------------|------------------------|
| EC-1-9 Provide demographic data to support second echelon command EO Assessment. Include data for advancement, retention, and discipline by activity UIC and sorted by race/ethnic group and gender. | Distribute annually by 31 Dec | Pers-61 |
| EC-1-10 Publicize the convening of the NAAP Working Group to the fleet with articles, summaries, etc., in <u>LINK</u> , <u>Navy Times</u> , <u>Naval Aviation News</u> , <u>Navy News This Week</u> , etc. Publicize the fact that the NAAP Working Group will meet as well as post NAAP Working Group results. | | Pers-05 Pers-6 |
| EC-1-11 CHINFO provide permanent representation to the NAAP Working Group. | FY-92 NAAP Working Group meeting | CHINFO |
| EC-1-12 Promulgate NAAP throughout fleet down to the Commanding Officer/Officer in Charge level. | End of FY-91 | Pers-6 |
| EC-1-13 Echelon 2 Commands which provide representation to NAAP Working Group review the effective NAAP and prepare recommendations for the next NAAP Working Group. | 30 Nov | 2ND ECHELON CMDS |
| EC-1-14 Encourage commands to plan, coordinate, and conduct commemorative programs in association with federally mandated minority and women's events. | Continuing | 2ND ECHELON CMDS |

FUNCTIONAL AREA

Discrimination/Sexual
Harassment Complaints (DSC)

OBJECTIVE

Grievance Procedures (DSC-1)

STATEMENT Monitor Discrimination and Sexual Harassment Complaints.

BACKGROUND All personnel have a right and responsibility to report discrimination.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|---|-------------|
| DSC-1-1 Report numerical data by race/ethnic group, gender, and religion on discrimination and sexual harassment complaints. Data should include complaints reported, investigated, and substantiated. | Report annually to Pers-6 by 15 Nov | 2nd ECHELON |
| DSC-1-2 Collect data from Navy IG, 2nd Echelon and congressional inquiries for comparison. Data will include complaints reported, investigated and substantiated. | Brief at the FY-92 NAAP Working Group meeting | Pers-6 |
| DSC-1-3 Evaluate data on complaints and include in the annual EO assessment. | Report annually to OP-01 by 31 Jan | Pers-6 |
| DSC-1-4 Propose corrective action as required. | Report to OP-01 when necessary | Pers-6 |

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FUNCTIONAL AREADiscrimination/Sexual
Harassment Complaints (DSC)**OBJECTIVE**Elimination of Discrimination and
Sexual Harassment (DSC-2)**STATEMENT**

Eliminate discrimination and sexual harassment in the Navy.

BACKGROUND

All personnel have a right to work in an environment free of discrimination and sexual harassment.

| SIGNIFICANT ACTION STEPS | MILESTONES | OPR |
|---|--|----------------------|
| DSC-2-1 Publicize cases of discrimination and sexual harassment. | Continuous | Pers-6 |
| DSC-2-2 Second echelon report all substantiated complaints with background information quarterly to Pers-6 for inclusion in quarterly CNO Flag Officer Newsletter and further dissemination Navy-wide (Negative reports required). | Second echelon Commanders submit to Pers-6 quarterly by 30 Apr, 31 Jul, 31 Oct, and 31 Jan | 2ND ECHLN CMDS |
| DSC-2-3 Establish and promulgate guidance on disciplinary and administrative options when discrimination or reprisal occurs. | Complete by 31 Oct 91 | Pers-06 |
| DSC-2-4 Request that Navy Judge Advocate General (JAG) provide guidance and training to all judge advocates sensitizing them to discrimination and reprisal issues so that adequate legal advice may be provided to the commander when appropriate action is being considered. | Complete by 31 Oct 91 | Pers-06 |

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**NAAP SIGNIFICANT ACTION STEP SUMMARY
by OPR**

C-Composition
AR-Augmentation/Retention
A-Assignments
P-Promotion
D-Discipline
S-Separation
EC-Equal Opportunity
Climate

RA-Recruiting/Accessions
PME-Professional Military
Education
TE-Training and Education
US-Utilization of Skills
DSC-Discrimination/Sexual
Harassment Complaints

| | | | | |
|---|--|--|--|--|
| OP-01 AR-2-3 | OP-11 RA-1-5 RA-3-4 RA-3-5 RA-4-1 RA-5-1 | OP-13 C-1-2 C-2-1 C-2-2 RA-1-1 RA-1-10 RA-3-3 | OP-13 AR-1-1 AR-1-2 AR-2-1 AR-2-2 AR-3-1 | OP-13 P-1-3 US-1-1 US-1-3 US-1-4 US-1-5 |
| OP-02 RA-2-1 RA-4-1 TE-2-5 | OP-03 RA-4-1 TE-2-4 | OP-05 RA-2-3 RA-4-1 | CNET RA-1-3 RA-1-4 RA-1-8 RA-1-11 RA-3-1 RA-4-1 RA-4-2 | CNET TE-1-1 TE-1-3 TE-2-2 D-1-4 US-1-2 US-1-4 |
| CNRC C-2-3 RA-1-8 RA-1-13 RA-2-2 RA-3-1 RA-3-2 RA-6-1 | Pers-2 P-1-2 P-1-3 A-1-1 A-2-1 | Pers-3 AR-3-3 | Pers-4 RA-3-1 RA-3-4 RA-3-5 AR-1-3 AR-2-4 | Pers-4 PME-1-1 PME-1-2 PME-1-3 PME-1-4 |

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| | | | | |
|---|--|---|---|--|
| Pers-4 TE-3-1 TE-3-2 TE-3-3 TE-3-4 | Pers-4 P-1-1 US-1-5 US-1-7 US-1-8 | 2ND ECHELON COMMANDS TE-1-2 EC-1-13 EC-1-14 DSC-1-1 DSC-2-2 | CINCS SPECIFIC RA-1-9 RA-1-12 TE-3-5 | USNA RA-1-2 RA-1-6 RA-1-7 RA-1-8 |
| OP-00E TE-1-4 | Pers-00D A-1-2 | Pers-00F P-1-3 | Pers-05 EC-1-10 | Pers-06 DSC-2-3 DSC-2-4 |
| Pers-10 EC-1-9 | Pers-22 P-1-3 | CHINFO EC-1-11 | Pers-6 A-2-1 US-1-7 EC-1-10 EC-1-12 | Pers-6 RA-1-5 RA-2-1 RA-2-3 RA-4-2 RA-5-1 AR-3-2 A-1-3 |
| Pers-6 TE-1-1 TE-1-4 TE-1-5 TE-2-1 TE-2-3 TE-2-5 TE-3-4 TE-3-6 | Pers-6 P-1-4 D-1-1 D-1-2 D-1-3 D-1-4 US-1-5 | Pers-6 EC-1-1 EC-1-2 EC-1-3 EC-1-4 EC-1-5 EC-1-6 EC-1-7 EC-1-8 | Pers-6 DSC-1-2 DSC-1-3 DSC-1-4 DSC-2-1 | Pers-60 C-1-1 C-1-3 |
| NPRDC RA-3-4 | | | | |

Enclosure (1)

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NAVY AFFIRMATIVE ACTION PLAN
CHARTER

Enclosure (2)

29 AUG 1991

Subj: NAVY AFFIRMATIVE ACTION PLAN WORKING GROUP CHARTER

1. The Navy Affirmative Action Plan (NAAP) Working Group, sponsored by Deputy Chief of Naval Operations (Manpower, Personnel and Training), shall meet annually in January at the Bureau of Naval Personnel, Washington, D.C. and serve as the forum through which the NAAP is kept current.

2. The NAAP Working Group shall be chaired by OP-15 and will include the following Echelon 2/Major Claimant representatives:

| <u>COG</u> | <u>PAYGRADE</u> | <u>PREFERENCE</u> | <u>REMARKS</u> |
|--------------|---------------------------|-------------------|---------------------------------------|
| CINCLANTFLT | O-5/O-4 E-9/E-8 | MINORITY | FLEET OR FORCE MC |
| CINCPACFLT | O-5/O-4 E-9/E-8 | MINORITY | FLEET OR FORCE MC |
| CINCUSNAVEUR | O-5/O-4 E-9/E-8 | | FLEET OR FORCE MC |
| CNET | O-5/O-4 | | |
| USNA | O-5/O-4 E-9 | FEMALE | |
| CNRC | O-5/O-4 | | Code 015 |
| BUMED | O-5/O-4 E-9/E-8 | FEMALE | COMMAND MC |
| OP-11 | O-5/O-4 | | |
| OP-13 | O-5/O-4 | | |
| Pers-6 | O-6 O-5/O-4 O-5/O-4 | | Pers-61 Pers-611,-611A Pers-612 |
| OP-02 | O-5/O-4 | SUPPLY CORPS | |
| OP-03 | O-5/O-4 | | |
| OP-04 | O-5/O-4 | | |
| OP-05 | O-5/O-4 | | |

Enclosure (2)

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| <u>COG</u> | <u>PAYGRADE</u> | <u>PREFERENCE</u> | <u>REMARKS</u> |
|------------|-------------------|-------------------|--|
| OP-09B | O-5/O-4 | | |
| OP-97 | | | |
| Pers-00D | ACTUAL E-9/E-7 | ACTUAL FEMALE | MCPON PROVIDE A SENIOR ENLISTED FEMALE |
| Pers-05 | O-5/O-4 | | |
| Pers-00W | O-5/O-4 | | |
| OP-00E | | ACTUAL | |
| CHINFO | O-4/O-3 SR ENL | | OFFICER OR ENLISTED |
| Pers-2 | O-5/O-4 | | |
| Pers-4 | O-5/O-4 | | |
| Pers-62 | SR ENL | | |
| NPRDC | CIVILIAN | | FAMILIARITY WITH EO SURVEY RESEARCH ESSENTIAL |

3. The Working Group will be responsible for:

- Conducting a complete and thorough review of the NAAP to determine currency, effectiveness and degree of compliance with Significant Action Steps.
- Ensuring NAAP significant action steps are measurable and serve to make the functional area goals achievable.
- Ensuring that significant action steps are assigned to the appropriate offices with reporting responsibilities.
- Considering the findings of the annual Military Equal Opportunity Assessment, results of other (e.g., NPRDC) studies and reports relating to equality of treatment or sexual harassment.

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- Developing appropriate affirmative actions for inclusion in the NAAP.
- Drafting a revised NAAP and ensuring that each affirmative action reinforces the commitment of senior Navy leadership to equal opportunity at all levels.

4. To optimize the use of the time available, the Working Group will be divided into the below listed committees. Committees will address significant action steps in the functional areas listed. During review and revision of action steps by committee, each panel member will have full participatory voting rights. In the general session of the Working Group, representatives will be designated as voting members or advisors to general session based on cognizant area of expertise.

TRAINING & RECRUITING COMMITTEE

| FUNCTIONAL AREAS | MEMBERS | |
|----------------------|---------|------------------|
| Training & Education | OP-11 | Pers-62 (SR ENL) |
| Recruiting | CNRC | CHINFO |
| Accessions | USNA | OP-09B |
| | CNET | |

PROMOTION & DISCIPLINE COMMITTEE

| FUNCTIONAL AREAS | MEMBERS | |
|--------------------------|----------|-----------|
| Separations | OP-02 | Pers-611A |
| Discipline | OP-03 | OP-97 |
| Promotions | OP-04 | NPRDC |
| Professional Development | OP-05 | |
| Assignments | OP-00E | |
| | Pers-00X | |

SKILLS & COMPOSITION COMMITTEE

| FUNCTIONAL AREAS | MEMBERS | |
|------------------|----------|----------|
| EO Climate | CINCS | CNET |
| Use of Skills | OP-13 | Pers-6 |
| Composition | Pers-4 | Pers-00D |
| Augmentation | Pers-61 | Pers-2 |
| Retention | Pers-00W | Pers-05 |
| | Pers-611 | Pers-612 |